

## POLICY: VET REGULATOR COOPERATION AND LEGAL COMPLIANCE

<b>POLICY NUMBER:</b>	EIT08	<b>VERSION:</b>	1.0
<b>DATE ADOPTED:</b>	1 September 2015	<b>DATE LAST REVIEWED:</b>	
<b>DATE OF NEXT REVIEW:</b>	1 September 2016	<b>REVIEW FREQUENCY:</b>	Annually
<b>AUTHORISED BY:</b>	Governance Board	<b>REVIEWED BY:</b>	Accreditation Manager
<b>POLICY OWNER</b>	Chief Executive Officer (CEO)		
<b>RESPONSIBLE FOR REVIEW:</b>	CEO, E-Learning Manager, Accreditation Manager		
<b>REVIEW PROCESS:</b>	CEO, E-Learning Manager, Accreditation Manager, E-Learning Coordinators		
<b>DOCUMENT MANAGEMENT:</b>	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures		
<b>COMMUNICATION</b>	<p>All relevant staff will be automatically notified by email when the reviewed policy has been authorized.</p> <p>Staff will also be notified in the fortnightly team meetings and in the E-Learning team meetings. All meetings will be minuted.</p>		
<b>Policy context:</b> This policy relates to:			
<b>STANDARDS FOR RTOS 2015</b>	Standard 8 – Clauses 8.1 – 8.6		
<b>LEGISLATION OR OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• National Vocational Education and Training Regulator Act 2011</li> <li>• VET Quality Framework</li> <li>• Privacy Act</li> <li>• Health &amp; Safety Legislation</li> <li>• Access &amp; Equity Legislation</li> <li>• The Copyright Act 1968</li> </ul>		
<b>OTHER POLICIES</b>	<p>All EIT Overarching and Supplementary Policies</p> <p><i>Note: All EIT policies can be found in W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures</i></p>		
<b>FORMS, SOFTWARE AND OTHER DOCUMENTS</b>	<ul style="list-style-type: none"> <li>• Annual Compliance Form (ACPET)</li> <li>• Audit Reports</li> <li>• Power Pro</li> <li>• Avetmiss Reports</li> <li>• AQF Transition Spreadsheet</li> <li>• ASQA Website</li> <li>• Moodle</li> </ul>		

	<ul style="list-style-type: none"> <li>• IT Back-ups</li> <li>• Course Folders</li> </ul>
<b>DEFINITIONS</b>	Refer to EIT Glossary of Terms <i>W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures</i>
<b>EVIDENCE</b>	See Internal EIT folders for locations of the above “Forms and Other Documents”

**Policy Information:**

<b>POLICY</b>	<b>EIT cooperates with the VET Regulator and is legally compliant at all times.</b>
<b>SCOPE</b>	This policy applies to all staff
<b>PROCEDURES</b>	<p>EIT will achieve this policy by:</p> <ul style="list-style-type: none"> <li>• providing accurate and truthful responses to information requests from the VET Regulator relevant to our registration</li> <li>• conducting audits and monitoring our operations</li> <li>• providing quality/performance indicator data</li> <li>• providing information about substantial changes to our operations or any event that would significantly affect our ability to comply with the standards within 90 calendar days of the change occurring</li> <li>• providing information about significant changes to our ownership within 90 calendar days of the change occurring,</li> <li>• retaining, archiving, retrieving and transferring records.</li> <li>• ensuring any third party delivering services on its behalf is required under written agreement to cooperate with the VET Regulator: <ul style="list-style-type: none"> <li>○ by providing accurate and factual responses to information requests from the VET Regulator relevant to the delivery of services, and</li> <li>○ in the conduct of audits and the monitoring of its operations.</li> </ul> </li> <li>• notifying the Regulator: <ul style="list-style-type: none"> <li>○ of any written agreement entered into for the delivery of services on its behalf within 30 calendar days of that agreement being entered into or prior to the obligations under the agreement taking effect, whichever occurs first, and</li> <li>○ within 30 calendar days of the agreement coming to an end.</li> </ul> </li> <li>• making an annual declaration on compliance with the Standards for RTOs and in particular whether it: <ul style="list-style-type: none"> <li>○ currently meets the requirements of the Standards for RTOs across all its scope of registration and has met the</li> </ul> </li> </ul>

	<p>requirements of the Standards for RTOs for all AQF certification documentation it has issued in the previous 12 months, and</p> <ul style="list-style-type: none"><li>○ has training and assessment strategies and practices in place that ensure that all current and prospective learners will be trained and assessed in accordance with the requirements of the Standards for RTOs.</li><li>● ensuring it complies with Commonwealth, State and Territory legislation and regulatory requirements relevant to its operations; and</li><li>● informing EIT staff and clients of any changes to legislative and regulatory requirements that affect the services delivered.</li></ul>
<b>PROCESS</b>	

**END OF DOCUMENT**